

## Instructions for Completing the MSFW Youth Program Status Summary (PSS)

**General Instructions.** The PSS is required to be electronically submitted on a quarterly basis, cumulative by the Program Year quarters (i.e., beginning July 1, October 1, January 1, and April 1). Reports are due no later than 45 days after the end of each reporting quarter (20 CFR 667.300(3)(d)).

**a. Grantee Name and Address** - Enter the name and mailing address of the grantee.

**b. Grant Number** - Enter the grant number.

**c. Reporting Period** - Enter the month, day, and year of the beginning and ending dates of the period for which this report is prepared. Since the report will be prepared on a cumulative basis, the beginning date will be the first day of the program year.

### Section I. Participation Summary

**Line A. Total Participants** - Enter for the reporting period, the total number of participants served by the program. This number is the sum of Line A1 and Line A2.

**Participant** - is any youth who has received at a minimum the core service of being determined eligible for the program and enrolled in the program.

**Line A.1. New Participants** - Enter, for the reporting period, the number of new participants that have been enrolled in the program.

**Line A.2. Participants Carried Over** - Enter the number of participants enrolled in the program on the last day of the previous program year whose participation is continued in the current program year. This number is constant for the entire program year.

**Line B. Total Number of Participants Exiting the Program** - Enter the cumulative number of participants exiting the program for any reason during the reporting period. Participant may exit the program at any point after services are no longer needed, but no later than the participant's 6-month follow-up date.

### Section II. Participant Outcomes.

**Line A. Entered Unsubsidized Employment-** Enter, the number of participants placed in unsubsidized employment.

**Line B. Related Assistance Only** - Enter the number of participants who exited the program who received one or more related assistance

service and were not enrolled for any intensive or training service. **Related Assistance services are identified in 20 CFR Section 669.430.**

**Line C. Other Outcomes** - Enter in the current period, the number of participants who achieved an outcome other than entered unsubsidized employment and related assistance only, regardless of the participant's exit status. Examples of other outcomes are educational attainment, GED, and completion of ESL.

**Section III. Total Current Participants (End-of-Period)**  
The number of current participants at the end of the report period who will continue as participants in the next quarter.

### Section IV. Participant in Program Services.

**Line A. Core Services** - Enter for the reporting period, the number of participants who have received at least one core service. **Core Services are identified in WIA Section 134(d)(2)**

**Line B. Intensive Services** - Enter for the reporting period, the number of participants who have received at least one intensive service. **Intensive Services are identified in WIA Section 134(d)(3)(C) and 20 CFR Section 669.400 and 669.410.**

**Line C. Training Services** - Enter for the reporting period, the number of participants, who have received at least one training service. **Training Services are identified in WIA Section 134(d)(4)(D) and Section 167(d) and 20 CFR Section 669.410.**

**Line D. Related Assistance** - Enter the number of participants who received at least one or more related assistance service including participants who received intensive or training services. **Related Assistance services are identified in 20 CFR Section 669.430.**